

National Archives and Records Administration-Great Lakes Region
7358 South Pulaski Road, Chicago, Illinois 60629
Access and Information Services (A.I.S.)

REQUEST FOR BANKRUPTCY, CIVIL AND CRIMINAL COURT RECORDS

(Please complete a separate form for each file requested)

The National Archives and Records Administration-Great Lakes Region (Chicago), a regional depository of the National Archives and Records administration, provides storage and reference services for non-current records of Federal courts in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. It is not a part of the U.S. court system. We service more than 50,000 reference requests each year on the 187,000 cubic feet of court records in our custody.

1. BANKRUPTCY, CIVIL, AND CRIMINAL CASE FILE INFORMATION

To view or request copies of court records stored at the National Archives and Records Administration-Great Lakes Region (Chicago), you need the following information. Without it we are unable to locate the case file you request. This information is available from the court where the case was closed.

- (a) Case File Name(s)_____
- (b) Case File Number_____
- (c) Accession Number:_____ 021-_____
- (d) Location_____
- (e) Agency Box Number_____

2. TO VIEW THIS RECORD at our facility, you **must** have an appointment. Please call (773) 581-7816 between 8:00 AM and 12:00 noon to schedule an appointment. Appointments are scheduled in 15 minute intervals between 8:00 AM and 12:00 noon Monday through Friday. The National Archives is closed Saturdays, Sundays, and Federal holidays. Persons viewing records in person may request document copies at \$.50 per page. Each certification is an additional \$10.00.

3. MAIL SERVICE We accept mail requests for the reproduction of bankruptcy, civil, and criminal case files. The fee is \$35.00 for up to 70 copies. Each additional copy over 70 is an additional \$.50. Certification is an additional \$10.00. To order by mail, complete item (1) above, add the address and payment information below, and mail to the address provided. **Limited staff and complexity of the records prevent us from searching voluminous bankruptcy, civil, or criminal case files for specific documents. We encourage patrons to schedule an appointment to view these records at our facility.**

Mail Copies to: Name_____

Address_____

City_____ State_____ Zip_____

Daytime Telephone_____

FORM OF PAYMENT: **CHECK ()** **MONEY ORDER ()** **CREDIT CARD ()**

Cardholder's Name_____

Account Number_____ Expiration Date_____

Cardholder's Signature_____

Make checks and money orders payable to NATIONAL ARCHIVES TRUST FUND. Do not send cash.

SUBMIT REQUEST TO: National Archives and Records Administration-Great Lakes Region; ATTN: A.I.S.; 7358 South Pulaski Road; Chicago, IL 60629; or FAX (312) 886-7883.